

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS**

**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 4/13/2017**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Benjamin E Doty  
Kristen E Hyde  
Natalie M Nathan  
Linda L Simon

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel  
Kellie LaBonte, Technical Records Specialist

**OTHERS PRESENT:** Jamie Simpson, Health and Welfare  
Kris Ellis, Idaho Health Care Association

The meeting was called to order at 10:00 AM MDT by Heidi Brough Nye.

**APPROVAL OF MINUTES**

Ms. Hyde made a motion to approve the minutes of 1/19/2017 as amended. It was seconded by Mr. Doty. Motion carried.

**LEGISLATIVE REPORT**

Mr. Toryanski gave the legislative report. He said that the change in statute during the Legislative Session in 2016 brought the reinstatement fee in line with Idaho Code 67-2614 which is \$35. During Legislative Session 2017, the rule was updated to match the change in statute. Ms. Cory reminded the Board that any new proposed law changes are due to the Governor's Office by August 1; and any proposed rule changes are due the third week in August for the 2018 Legislature.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$97,806) as of 3/31/2017.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number RCA-2017-6. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in cases RCA-2016-8 and RCA-2016-10. Mr. Doty made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in cases I-RCA-2016-12 and I-RCA-2016-16. It was seconded by Mr. Doty. Motion carried.

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2017-1. It was seconded by Ms. Hyde. Motion carried.

In case number I-RCA-2017-8, Board Member Simon recused herself from discussion and voting. Ms. Hyde made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2017-8. It was seconded by Ms. Nathan. Motion carried.

## **PRO REVIEWER RATE**

Ms. Peel brought a request to the Board from a pro-reviewer requesting to be compensated at a rate higher than the normal \$250. Discussion was held and the Board did not make any change to the pro reviewer rate.

## **TO DO LIST**

The Board reviewed the to-do list and no action was taken.

## **BOARD STRUCTURE**

The Board reviewed an e-mail from Kris Ellis on behalf of the Idaho Health Care Association. The e-mail stated that the Association has no opposition to the possibility of combining the Residential Care Administrator Board and Nursing Home Administrator Board; however, there is concern regarding the possibility of raising fees. The Association did ask that the Board take this into consideration as discussions regarding Board structure continue. Idaho is one of two states that have two separate Boards. The Chair will discuss Board structure with the Nursing Home Administrator Board Chair.

## **DISCUSSION OF POTENTIAL LAW/RULE CHANGES**

The Board discussed items from the to do list: possibly requiring applicants who also hold a Nursing Home Administrator license to have 100 hours of experience in Idaho; and requiring all applicants to have Idaho experience that is supervised by a supervisor who holds an Idaho license in good standing.

Ms. Hyde left the meeting at 11:30 AM.

## **APPLICATION REVISIONS**

The Board reviewed a draft application that had revisions to the instruction sheet, application method, and the notary section of the application. The Board discussed the revisions.

Ms. Simon made a motion to approve the changes made to the application and allow Bureau staff to post the revised application to the web. It was seconded by Ms. Nathan. Motion carried.

## **NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF LONG TERM CARE ADMINISTRATORS (NAB)**

The next NAB meeting will be held in Salt Lake June 14-16, 2017. The Board discussed attendance for this meeting.

Ms. Simon made a motion for the Board Chair to attend the NAB meeting in Salt Lake. It was seconded by Ms. Nathan. Motion carried.

Additionally, NAB sent a letter updating the Board about the November 2016 meeting that was held in Atlanta and no action was taken.

## **EXECUTIVE SESSION**

Mr. Doty made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Mr. Doty, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

Mr. Doty made a motion to come out of executive session. It was seconded by Ms. Simon. The vote was: Ms. Brough Nye, aye; Mr. Doty, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

## **CORRESPONDENCE**

Ms. Nathan made a motion for Ms. LaBonte to reply to an e-mail that applicant 901148368 may take the NAB exam. It was seconded by Ms. Simon. Motion carried.

## **CONTINUING EDUCATION FOR REINSTATEMENT**

The Board discussed that licensees who submitted course completion certificates from the Idaho Health Care Association (IHCA) need to provide additional documentation that shows specific courses taken at conferences and conventions – including the number of hours given.

Ms. Simon made a motion for the Board Chair to work with Bureau staff to draft a letter to IHCA addressing adequate documentation of courses attended. It was seconded by Ms. Nathan. Motion carried.

Ms. Peel addressed the Board regarding a case that was closed earlier in the meeting. She clarified that information was provided to the respondent prior to the date of the complaint.

## **APPLICATIONS**

Ms. Simon made a motion to approve Anne Roberts to sit for the examination and upon passing the examination, a license may be issued. It was seconded by Mr. Doty. Motion carried.

Ms. Simon made a motion to hold application number 901049150 pending. It was seconded by Ms. Nathan. Motion carried.

**NEXT MEETING** was scheduled for Thursday, July 13, 2017 at 10:00 AM.

## **ADJOURNMENT**

Ms. Simon made a motion to adjourn the meeting at 12:56 PM. It was seconded by Ms. Nathan. Motion carried.

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Heidi Brough Nye, Chair

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Benjamin E Doty

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Kristen E Hyde

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Natalie M Nathan

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Linda L Simon

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Tana Cory, Bureau Chief